



**MONTANA STATE EMPLOYERS COUNCIL
EXECUTIVE BOARD MEETING MINUTES**

TUESDAY - MARCH 21, 2000
CAVANAUGH'S COLONIAL INN

Council Members Present:

Jan VanFossen Patty Guiberson Barb Kain Fred Unmack Roy Hagen

Staff: Kathy Yankoff, Bob Simoneau

Guests: Wendy Keating, Marjie Reilly, Debbie Cuny, Roy Williamson

Scribe: Laurel Vielle

I. CALL TO ORDER

A. Introductions:

Introductions were made all around.

B. Review Agenda:

New Business and Coffee Mugs were added to the agenda.

C. Approval of Minutes from 11/17/99:

Minutes were approved.

D. Correspondence:

A "Thank-You" card received from Tim Ferguson for funding for the National JMG conference in Washington, DC was passed around. Marjie Reilly had several additional "Thank-You" cards that were circulated.

II. REPORTS AND UPDATES

A. Treasurers Report:

Patty Guiberson reported on a reimbursement from JMG for \$2000 from their US West grant. Expenditures were: \$600 to Lorelee Robinson for students to travel to Washington, DC; \$145 for SHRM dues; \$10 submitted to the Secretary of State. Total expenses and revenue came out with the Council being further ahead by \$1244.50. The current balance is \$5182.79.

Patty also asked Kathy if she could get someone to help her on the IRS reporting and Kathy stated Mike Colbert has offered to meet with her about the reporting.

B. Jobs for Montana's Graduates:

Marjie Reilly was present to give an update on JMG. Marjie thanked the Council for all the support they had given the students in their Washington, DC trip and for state and local programs. Marjie reported that their Board of Directors met three years ago and developed a long range plan. Their goal was to be in 50 schools by the 2000-2001 school year. They were in 15 schools last year and 34 this year so JMG will be close to that goal by next year. JMG has also expanded the commitment to Native American schools. JMG has revised its curriculum and some of its manuals and also developed a portfolio system. There are four vacancies on the Board of Directors. JMG would like to have a Native American, a member of the business community, a senator, and a representative if possible. She invited suggestions for these vacancies to be submitted to Lorelee Robinson.

There will be a JMG state conference May 2-3 in Butte. Volunteers are needed for the various events.

C. JSEC Web Page:

Debbie Cuny and Roy Williamson reported on the Montana State Job Service Employers Council Web Site. Debbie passed out a hard copy of the site and stated it is a last draft. She went over the layout, formatting, and several small items that will be changed, corrected and/or added. It was stated that the Legal Notice info will be filled in once the Council finds out who that person will be. Kathy stated she brought up the idea for a calendar for the site so that general dates of events could be posted. That will give people an idea of what is happening with the Council. On the Mission Statement, the line concerning the NEC will be deleted. The launch date of the site will be prior to the May meeting, and there will be a demonstration at the meeting.

D. Administrator's Report:

Wendy Keating reported on the Workforce Investment Act. Wendy stated after finding out there seemed to be a lack of understanding of the WIA, Job Service Division put together and just completed a WIA training that involved almost 500 staff from DLI and other agencies from around the state. The results from the training were excellent and almost everyone said they had a better understanding of the WIA and wanted/needed more training on the subject. Wendy stated the WIA is an excellent piece of legislation as it allows different communities flexibility and the bottom line for the WIA is continuous improvement. DLI is the state department responsible for the implementation of this act and it is a challenge. We recognize people are struggling on the local level and we are going to do all we can to help people understand what the goal is. Wendy stated when Job Service does our continuous quality improvement we try and link the WIA to the continuous improvement commitment our division made. We did a survey and got good feedback on that. We also just finished a round of focus groups with our local office managers and central office staff. We trained volunteer facilitators on how to conduct focus groups, who will turn around and do focus groups in the local offices for business employers, job seekers, etc. so that the leadership team in the central office can better meet the needs of the people. We got feedback and recommendations back from the focus groups with two items really standing out. One was the need to enhance the business customer service in our local offices and the other was staff skills for WIA implementation. We are going to try and fulfill these needs and use this information to link all of our partners and develop a joint strategic plan.

E. WIA Implementation:

Bob Simoneau was present and gave an update on the WIA. Bob reported that as of 7-1-00 JTPA will be replaced with WIA. The biggest part of this change is creating a workforce system, which is our long-term goal. Bob reported on the SWIB meeting and stated there is good JSEC participation on the state and local boards. He gave the website for the WIA which is **wia.state.mt.us** and let the council know that the state plan is on the website as well as other good information. The state plan is due 3-31-00. The local BOS One-Stop is the Lewistown Workforce Center and the local CEP One-Stop is the Butte Workforce Center. A consortium of three entities (DLI, DPHHS, MJTP) are responsible for the operation of the One-Stops. We are working on performance measures which will change under WIA. We will be having federal on-site reviews concerning our performance standards and the SWIB will be looking at measurements for the state-wide system. Bob reported on the Governor's 15% discretionary funds, which was a topic at the SWIB. Bob also reported that there is a new logo for the One-Stop system.

F. School-to-Work:

Kathy Yankoff reported since the last meeting we had the School-to-Work state conference in Billings which was very successful. About 450 people attended and there was really good feedback from it. After the conference the School-to-Work Systems Team and the School-to-Work Advisory Board had a joint meeting to work out communication issues. One of the things

that came out was that the technical assistance the specialists are providing out in the field has been good and it needs to continue. We are going to be doing a Road Show presentation for the Helena School-to-Work systems and JSEC in a few days. Our hope for that meeting is to get people excited about what we're doing here. We will be developing a continuation of our Road Show presentations, probably in the fall. Over the summer the specialists are going to be working on developing a technical assistance manual mainly for the specialists so they have a reference for information if a question comes up in the field. We also want to be able to share the workload more evenly between the specialists. The Continuation Grant for School-to-Work funding is due 4-10-00. There will be a team, which Kathy will be on, going down to Florida to get assistance in writing this grant so we have elements of sustainability in the grant. Next year the School-to-Work funding will take a significant drop and we're hoping we can use some of this years unspent dollars to offset next year's shortfall. Bob Simoneau stated that the Road Show will go on because it really is a needed service. Bob stated that we're not quite as far along as we need to be in the implementation of the initiative for School-to-Work. We need to make sure by the time the grant is over we have this program ingrained in the schools. We do have a contract out to provide a thorough evaluation of the School-to-Work implementation due by 6-30-00. That will provide needed information to continue implementation of this initiative.

G. 2000 Joint meeting in Libby:

Kathy passed out the informational memo and draft agenda for the meeting in Libby. Kathy reported the first day we tentatively have down Jim Nys from Personnel Plus to do a 1/2 day session Tuesday on a personnel resource related issue. We had good feedback from a previous presentation from Jim and the management team in Missoula thought he would really add to the meeting. Kathy asked the Council members what they thought and she received some mixed feedback. Barb Kain asked about the other people that were in mind for presentations. Kathy stated if there was time we were looking at having John Andrew, Jim Weber and Kathy Kountz do a presentation of some sort. Barb Kain recommended Jim, John, and Kathy as opposed to Jim Nys. There was consensus from the Council. Kathy stated she would make the changes on the agenda. Kathy stated there will be a presentation on the CHIP program the second half of the first day so everyone can attend. This was suggested by Marla Schreder, the Manager of the Great Falls Work Force Center, because many small and large businesses don't offer insurance and this is good information we can get back to them. There is going to be a silent auction and raffle and Kathy will get the information out on that by the end of March. It was agreed by the Council the cost of raffle tickets will be the same as always. A camcorder and a wooden 3-D wall hanging will be the prizes. The master of ceremonies will be Paul Tuss and who ever else the Council can get. Fred Unmack will step in as the other MC if no one else is available. Kathy stated people are going to be somewhat spread out as the sleeping arrangements are away from the meeting halls. The banquet is going to be a western barbecue The meetings will have a birthday party theme. Kathy said on the last 1/2 day the Job Service Management Team and the JSEC will be divided into two main sections and will carry on their different activities.

H. NEC News:

Kathy reported that the National Employer Council (NEC) is on its last legs, that it is filing for bankruptcy. The good news is the Helena JSEC will be represented by Barb Kain and Lynn Long who are going to Las Vegas, NV on April 3-4 to participate in a national UI conference and receive an NEC award. Kathy will be going to Portland, OR the same week to attend a training session for state JSEC coordinators and will be talking about the impact of NEC going away with other states.

III. **OLD BUSINESS**

A. Awards Nominations:

Kathy reported on the Montana JSEC Awards nomination. Kathy stated she basically kept the award criteria the same but took out anything referring to NEC. The deadline for the nominations is April 28. Kathy reported she will be at the state SHRM conference May 3-5 and suggested putting together an ad hoc committee to do the awarding. Another possibility is selecting people from central office to do the awarding. The award time frame is 6/1/ 99-5/31/00 and the awards do

still need to be engraved. Kathy also suggested putting together an ad hoc committee or task force to look at awards and criteria for the following years. It was stated the awards criteria, what people would like to see as awards, and what to keep or not keep will be a good agenda item for the May meeting. Also brought up were awards or prizes used as incentive items to get nominations put together and Kathy stated there were many possibilities for added award categories.

B. Policy for financial assistance to local JSECs:

The Sidney JSEC letter requesting funds was passed around as was the draft policy for providing financial assistance to local JSECs. A lengthy discussion on both subjects followed. It was mentioned this subject could be an agenda item at the May meeting. Concerning the policy. Kathy will rework the draft to include the ideas that follow. It was discussed to set aside a certain amount of money, around \$2000, as start-up funds and out of that amount have around \$200 as seed money to allow fledgling JSECs the funds to have seminars, fund raisers, or start-up activities that will be repaid if there is a profit. If a loss occurs, the Council will have this money set aside to cover the loss. The local committee will have to propose what they want to do with the seed money before it is provide. The Council would like to know which JSECs have bank accounts. The topic of bank accounts will be an agenda item at the May meeting. Kathy summed up by stating the proposed policy will set aside a certain amount of money each year for the purpose of providing financial assistance. Committees will have the option to request seed money for start-up activities or financial assistance for losses incurred. If there are profits the seed money is repaid. The amount given for losses will not immediately be expected to be repaid but if the committee does become financially viable the seed money will be expected to be repaid. Also, the committee can expect a reasonable amount of response time from the Council when requesting funds. Will also have something like "Tips for Successful Seminars" (that make money) to present at the May meeting to help the local JSECs . The Council will also compile a master list of successful things committees have done that have been good money raisers. Kathy will revamp the draft policy and present it at the May meeting. The policy won't be official until there is feedback and consensus from the May meeting participants. The Council decided to cover the entire amount of the Sidney JSEC loss with the stipulation that they repay according to the criteria in the policy that will be set up after the May meeting.

IV. NEW BUSINESS

A. Coffee Mugs:

Kathy brought up the JSEC coffee mugs and asked the Council members if they wanted to start using and promoting the mugs again. There are about 17 mugs left in the inventory and the cost is about \$5/mug for the local committees. Barb suggested sending an e-mail to the local JSEC coordinators to see if they were interested in using the mugs or not. The council talked about using the mugs as gifts, incentive items, and appreciation items. The council decided to bring a mug to the May meeting and put them on as an agenda item to be discussed because some local JSEC areas may want the mugs and some may not. Kathy will put out an e-mail prior to get a sense of demand. Fred Unmack said he wanted 12 mugs asap for his committee.

B. Meeting calendar:

The Council tentatively set October 10, 2000 in Helena and March 2001 as the next two Council meeting dates. The dates will be put out on the web site with the stipulation that they can be changed if need be. The Council agreed that two meetings a year plus the annual joint meeting seems to work well.

Meeting adjourned.